

Minutes from the February 19, 2003  
Printing and Mail Managers Exchange Forum Teleconference

Thirty-five individuals participated in the Printing and Mail Managers Exchange Forum, which included Printing and Mail Managers and Contractors

### **Comments/Additions to last Months Minutes**

No corrections were made to the January 2003 minutes.

### **Recap of the FY 02 Printing and Publishing Activities Report Three-Year Plan to Congress**

Dallas Woodruff from Headquarters informed the group that Headquarters submitted the Printing and Publishing Activities Report Three-Year Plan to Congress on February 11, 2003. Dallas thanked the group for their support in providing data for completion of the report. No questions were asked on this topic.

### **Permission Prior to Purchasing Equipment for a Printing /Duplicating Facility**

Dallas Woodruff from Headquarters informed the group that the recent Printing and Publishing Activities Report revealed that a number of sites had purchased equipment without obtaining prior approval from the Joint Committee on Printing (JCP) or Headquarters. Dallas told the group that a memo must be sent to Headquarters requesting permission to purchase equipment and permission from the JCP must be obtained if the equipment is listed in column one of the Government Printing and Binding Regulations. The newer high-speed duplicating equipment is not listed in the regulation by name because they weren't available when the book was printed, but the book does address various sheet sizes. Sites must also obtain permission from headquarters prior to disposing of excess equipment because the Government Printing Office must be notified and offered the equipment.

Karen Payne-Jones from the Oakland Operations Office asked Dallas is permission required from JCP only when equipment is listed in column one of the Government Printing and Binding Regulations. Dallas said Headquarters is to notify JCP for column one equipment only, but permission is required before purchasing any equipment regardless if the equipment is listed in column one and or two. Edna White from the Nevada Operations Office asked if the regulation address bindery equipment. Dallas said the regulation also applies to the sheet size of bindery equipment and printing presses.

Hart Guenther from the Nonproliferation & National Security Institute asked are sites required to obtain approval prior to leasing equipment. Dallas said sites need Headquarters approval prior to purchasing and or leasing new equipment.

Tony Toliver from the Western Area Power Administration asked what is the approximate number of days a response is received from JCP. Dallas said the response time is usually within thirty days, which is the same number of days it takes the Government Printing Office (GPO) to respond when the Department offers excess equipment to GPO.

### **Permission Prior to Closing a Printing and or a Duplicating**

Dallas Woodruff from Headquarters informed the group the Printing and Publishing Activities Report revealed that a number of sites had closed duplicating facilities without obtaining approval from Headquarters and the Joint Committee on Printing (JCP) if the facility was a JCP approved facility. Dallas again reminded the group that approval must be obtained from Headquarters prior to closing any facility, meaning that sites must submit a memo to Headquarters requesting permission to close a facility. The Department will seek approval from the JCP to close facilities that were established by JCP. Dallas used the closing of the Fernald Duplicating Facility and the Savannah River Site's Printing Plant as examples sites that recently received approval from both Headquarters and JCP prior to closing a facility.

Karen Payne-Jones said that sites must be certain that they have no plans to reopen the facility in the future, because once the JCP approve closure, it might be difficult to obtain approval to reestablish the facility. Dallas said the JCP is reluctant to grant approval to reestablish a facility.

Tony Toliver from the Western Area Power Administration asked does JCP maintain a list of the approved facilities. Dallas said the printing plants are listed in the Government Printing and Binding Regulations book, and believes JCP also has a list of the approved duplicating facilities. Data for both printing and duplicating facilities are listed in the annual Printing and Publishing Activities Report. Henry Johnson from Los Alamos National Lab asked if sites are still required to go through their Operations Office prior to obtaining and disposing of excess equipment, and closing a facility. Dallas said sites are to continue reporting information through their Operations Office, because the Operations Office gives oversight and is responsible for notifying Headquarters on any request and or issues that involves their site.

### **Update on the General Services Administration (GSA) FY 03 New Reporting Requirements Including the Mail Profile Report and the Mail Security Plan**

Tony Nellums from Headquarters informed the group that letters in regards to the General Services Administration's (GSA) Mail Profile Report and the Security Plan for Headquarters and sites should be mailed to sites on or before February 28<sup>th</sup>. The data for both reports are due back to Headquarters by March 14<sup>th</sup>. Tony also said that both reports are similar to last years, but will need updated information. Johnetta Punch from Ohio Field asked Tony if the requirements are different for both the Mail Profile Report and the Mail Security Plan. Tony replied yes because the Mail Profile Report requires agencies to provide the amount of Funds spent annually on mail and other related services, and the Mail Security Report requires information on how agencies are safeguarding the mail.

Francine Lamothe from the Strategic Petroleum Reserves asked if sites Management and Operating (M&O) contractors would be required to report information on the Mail Profile Report and the Mail Security Plan. Tony said (M&O) are required to provide data and other information to complete the Department-wide requirements.

## **DOE Headquarters to Host the GSA Interagency Mail Policy Council Quarterly Meeting**

Tony Nellums informed the group that on March 5, 2003, Headquarters would host the upcoming GSA Interagency Mail Policy Council Quarterly Meeting. Topics for discussion will include Mail Security, OMAS, IPAC and other issues of concern.

### **Sites in Attendance**

Bettis Atomic Laboratory  
Grand Junction Office (2)  
Richland Operations Office  
Strategic Petroleum Reserves (3)  
Ridge Operations Office (2)  
Savannah River Operations Office (2)  
National Renewable Energy Laboratory (2)  
Nevada Operations Office (2)  
Oak Ridge National Lab (2)  
Western Area Power Administration  
Idaho National Engineering Laboratory (2)  
Nonproliferation & National Security Institute

Idaho Operations Office  
Schenectady Naval Reactors  
Headquarters (2)  
Ohio Field Office (2)  
Southwestern Power Administration  
Los Alamos National Laboratory  
National Energy Technology Lab  
Oakland Operations Office (2)  
West Valley Demonstration Project  
National Security Complex Y-12 (2)